

CLEANING CHECKLIST - APARTMENTS, CONDOS, SUITES

INFORMATION FOR VACATING TENANTS

The following checklist has been provided in order to prepare you for your outgoing inspection. For the full return of your security deposit, please read through the following guidelines and ensure that all of the items have been completed. You will need to have the checklist completed for your move out inspection with your property manager / resident manager and the property manager will need to sign off on the checklist. **Your rental unit must be clean (free of all dirt, hair, debris), undamaged and clear of ALL belongings.** Please be advised that it is to our discretion in determining if these standards have been met. Failure to clean your home will result in charges against your security deposit. All keys must be returned at the time of your move-out inspection. **A carpet cleaning receipt (done by a professional carpet cleaning company – rented machines are not acceptable) must be provided. Also a flea inspection receipt should be provided if applicable (As per your Pet Responsibility Form).**

In accordance with the Residential Tenancy Act, you must confirm the scheduled appointment for final inspection with the property manager. You or your agent must be present at the time of the final inspection with the checklist.

Please see the cover letter for the time of your move-out appointment. Under the Act, Section 37 (1), all residential tenancies end at 1:00pm on the last day of the month. However, your move-out appointment may be scheduled earlier or later than 1:00pm in order to accommodate the move-out schedule of the property manager.

Under the Residential Tenancy Act, you must provide our office with a forwarding address for the return of your security deposit.

Below is a list of minimum charges for cleaning. If your rental unit has not been left in satisfactory condition, you will be billed accordingly. **TENANTS ARE RESPONSIBLE FOR LEAVING THE RENTAL PREMISES CLEAN!** If you cannot have the rental unit clean by the move out appointment yourself, it is in your best interest to arrange cleaners **BEFORE** the outgoing inspection with the property manager.

Cleaning	Minimum Charge
Minimum Cleaning Charge (Touch-Up Cleaning)	\$90 (3 hours)
Stove	\$30/hour (approx 3 hr)
Fridge	\$30/hour (approx 3 hr)
Cupboards	\$30/hour (approx 2 hr)
Floors, Bathrooms, Windows, Patio Doors, Balcony, Light Fixtures, Wash walls	\$30/hour
Drapes	At cost
Light bulbs	\$15.00 at cost

Missing Keys	
Mailbox key/Elevator Key	\$35.00 at cost
Apartment /Condo/ Suite door	\$25.00 at cost
Security entrance	\$50.00 at cost
Fobs / Garage Door Remotes	\$75.00- \$150.00 depending on FOB charge

Painting	
Touch ups	With Available Paint - Minimum fee - \$200.00 Without Paint (Need paint sample) - \$300.00
1 Bedroom	\$695.00
2 Bedroom	\$950.00
3 Bedroom	Negotiable

Hardwood Flooring (Scratched or damaged flooring replacement costs)	
Laminate	\$8.00 per sq ft (approx.) – without spare laminate
Hardwood	\$13.00 per sq ft (approx) – without spare laminate
If you have extra hardwood / laminate	To replace approx. \$35 - \$45 per board depending on quantity being replaced

Carpet Cleaning Approx. (plus Tax)	
1 Bedroom	\$175.00
2 Bedroom	\$250.00
3 Bedroom	\$325.00

KITCHEN SCRAP CONTAINER	\$20.00
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Don't forget to notify (if applicable) - BC Hydro, Water Department, Fortis Gas



Walls / Doors

- ☐ Remove all marks on walls / doors (drip marks, fingerprints, food ect.); wipe down all light switches & electrical switch/outlet plates
***NOTE – If using Mr. Clean magic erasers, please make sure you do not remove the paint or you will be charged for re-painting.**
- ☐ Clean all baseboards to remove dust & dirt
- ☐ Damage to walls – All damage to walls & doors must be repaired prior to vacating. Anything larger than a picture hook must be patched, sanded and painted over. Wall mounts, anchors, and screws etc. will need to be patched, sanded and whole wall painted. You must paint the entire wall in which the damage is on, not just the patch mark. Paint color is to stay the same as when you moved in unless otherwise arranged with the Property Manager

Windows & Patio Doors

- ☐ Cleaned inside and out (if reachable), including window tracks.
- ☐ Drapes must be dry-cleaned if soiled. Blinds must be dusted and/or washed – depending on dirt build-up.
- ☐ All window sills cleaned.

Light Fixtures / Ceiling Fans

- ☐ Remove and wash all shades and light covers.
- ☐ Replace burned out and missing light bulbs (**you will be charged for missing light bulbs – see front page**).

Floors

- ☐ Sweep and wash floors (if applicable).
- ☐ Closet tracks throughout the whole property must be cleaned to remove all dirt, hair, debris ect.

Refrigerator

- ☐ Clean inside the fridge to remove all dirt, hair, debris ect. All shelves, drawers and compartments must be cleaned to include underneath if applicable. No items should be left in the fridge.
- ☐ Defrost freezer & wipe down thoroughly – **DO NOT** unplug or turn off fridge. Freezer to be empty.
- ☐ Clean rubber moldings around fridge and freezer door, ensuring that they're free of crumbs and dust build-up. Make sure fridge handle is wiped off.
- ☐ Pull the fridge out from the wall; wash the sides of the fridge, behind and under the fridge and the wall(s) behind or beside the fridge.
- ☐ Clean the vents, ensuring they're free of debris.
****PLEASE NOTE: when defrosting fridge, DO NOT USE SHARP OBJECTS TO SCRAPE ICE OFF you will be responsible for any damage**

Stove

- ☐ Clean inside of stove as well as sides, back and bottom drawer – Underneath the stove must be cleaned as well
- ☐ Clean oven racks inside the stove
- ☐ Clean the elements, rings on the top of the stove and drip cups.
- ☐ Clean the range hood, filter screen and temperature dials to remove any dirt, drip marks or grease marks (Mr. Clean Magic Erasers work well to remove grease).

Dishwasher

- ☐ Wipe down inside and outside of the dishwasher

Microwave

- ☐ Wipe down inside and outside of the microwave (underneath is applicable)

Sinks/Taps/Counters & Cupboards

- ☐ Use Mr. Clean Magic Eraser or SOS pad to clean sink to remove stains or residue build-up
- ☐ Ensure all taps are clean and free of mildew or any residue
- ☐ Wash down counter tops & backsplash
- ☐ Wash inside shelves and inner walls of cupboards
- ☐ Wash both the inside and outside of all cupboard doors ensuring they are free of food and grease. Wipe by door knobs making sure no drip marks or finger prints.

Carpets

A professional carpet cleaning company with a professional machine (rented machines **not** acceptable) **MUST** do the cleaning. The carpets must be cleaned on your last day of occupancy and a receipt **MUST** be provided (Receipt must state Company name and Invoice Number)

Bathroom

- ☐ Clean tub, wash tiles, clean grout and taps in shower (Mr. Clean Magic Eraser bathroom scrubber works best)) – Clean glass shower doors to remove all soap build-up.
- ☐ Wash sink and ensure drain in not plugged
- ☐ Clean toilet inside & outside and behind
- ☐ Wash vanity inside & out, wash vanity cupboards inside., clean mirror
- ☐ Bathroom fan must have all dust removed

Washer / Dryer

- ☐ Clean inside and outside of the washer & dryer making sure no dirt / hair / soap is removed – make sure dryer lint trap is emptied & clean
- ☐ Make sure soap dispenser is cleaned of all soap residue and drip marks

Garbage

- ☐ All garbage and unwanted items must be hauled away.
- ☐ Garbage in garbage cans & recycle bins must be disposed of prior to vacating at the end of the month.
- ☐ Any arrangements for charity pick-ups must be completed before you vacate.
- ☐ All compost boxes must be emptied at the time of the move-out.

Patios/Balconies (if applicable)

- ☐ Swept of all leaves and debris and wash decks
- ☐ All belongings removed
- ☐ Rails / partitions cleaned

Parking Stalls & Storage Lockers

- ☐ Storage locker must be emptied of all your belongings and floor swept
- ☐ Parking stalls must have all items removed and any oil / grease stains removed

Date: _____

Tenant Name: _____

Property Address: _____

Property Manager: _____